

DD/A 74-4434

11 NOV 1974

MEMORANDUM FOR: Deputy Executive Secretary

SUBJECT : Notifying All Employees on Matters of General Concern

1. With respect to your recent note, and the Management Advisory Group memorandum of 21 October 1974, you are undoubtedly aware that a member of this staff and a representative from the Office of Legislative Council worked together in developing an Agency bulletin on proposed legislation affecting the Central Intelligence Agency. Copies were placed on all of the official bulletin boards in the Headquarters area.

2. Concerning the long-term program on keeping employees informed on significant developments, we would certainly welcome worthwhile contributions on appropriate topics. It should be kept in mind, however, that not all issues really merit the development of a bulletin, and we are attempting to make greater use of the bulletin boards on items of general interest. The DD/A MAG has suggested a "Did You Know" section, with very brief statements on interesting developments. I endorsed the concept and urged them to contribute items, so that they would be developing a solution, and not merely highlighting a problem. In this same vein, this would seem to be a fertile field for all of the MAG elements to focus on the problem, because they generally represent an age group that can best assess where there are problems in downward communication. You might route your suggestions to [] my Executive Officer, or I certainly have no objection if you forward them directly to the Office of Personnel, to the attention of [].

/s/John F. Blake

John F. Blake
Deputy Director
for
Administration

Att

EO-DD/A: [] kmg (9 Nov 74)

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